

\$38 Million Increase for Post-Secondary Education

David Russell, Deputy Premier and Minister of Advanced Education, announced recently that operating grants to the province's postsecondary institutions will be increased by 5 percent, or \$38 million in 1989-90. For students in Alberta, this increase will provide for the enhancement of programs above the current 1.9 percent inflation rate in the

province.

"This announcement will facilitate the financial planning of these institutions for the next fiscal year," said Mr. Russell.

He went on to say that "our postsecondary institutions provide the educational and training opportunities which are vital to Alberta's growing and diversified economy. As well, through

education our society can more effectively address the issues facing our families and communities." Mr. Russell adds "this increase responds to the needs identified by our institutions and also promotes access for all Alberta students to the best postsecondary system available in Canada today." □

Degree Program in Native Studies Offered

In September 1989 students will be able to enroll in the recently established four-year Bachelor of Arts program in Native Studies. The program is administered through the School of Native Studies, an independent school at the University with an interdisciplinary program where students study from a variety of perspectives.

The degree program in Native Studies has two distinct yet related themes: the first is respect for indigenous knowledge systems, including languages, cultures and philosophies; the second is the University's emphasis on research excellence. Together, the themes focus on the School of Native Studies' development of a research capability to address issues affecting Indian, Inuit and Metis people today.

The program will centre on development of the knowledge and analytical research skills suited to addressing problems of current Native interest. The main program areas are: language and culture, land use resources, self-government, and research and applied skills.

The provincial government approved the program in principle and the University will fund the degree program.

President Myer Horowitz said, "I am personally very gratified that the University will now offer degrees in Native Studies and that we are becoming a national leader in this field."

Native response to the new
Continued on page two

FOLIO

University of Alberta

5 January 1989

The University's Education for Peace

The University of Alberta has the only International Institute for Peace Education (IIPE) in Canada which is one of only seven institutes in the world. Begun in 1985, the annual summer Institute has grown in both stature and enrolment and now attracts some 100 people from around the world, mostly elementary and secondary school teachers.

For one week every summer, registrants participate in presentations and workshops centering around a chosen theme. For instance, last summer's theme focussed on peace education for present and future generations. Other themes have included multiple perspectives on peace education (such as feminist and third world views) and implementing peace/education systems. About 40 percent of those enrolled are teachers and educators who return to the Institute each year.

Initiated and coordinated by Terry Carson, an associate professor in Secondary Education, the objective of the Institute is to inform and educate on peace-related issues so that the participants can in turn raise awareness among students and teachers.

As a result of the IIPE, a number of Peace Groups have been organized in Edmonton schools

and one of them is in Grandview Heights Elementary and Junior High School. In addition, the University's summer peace education institutes have created a network of interested teachers in

Edmonton and a Peace Education Project in the Faculty of Education which maintains a data base of curriculum materials and related information. □



Brightly colored banners made by students in the Peace Club at Grandview Heights Elementary and Junior High School serve as the backdrop for Terry Carson, Secondary Education, as he talks with Club members about the University's summer International Institute for Peace Education.

Contents

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- Lou Hyndman Scholarship Winners Honored
- Gilpin Memorial Lecture Scheduled



Continued from page one
Bachelor of Arts in Native Studies was extremely positive. Carolyn Buffalo, Native Student President, commented, "this new degree is a wonderful opportunity for all students, Native and non-Native, to become more knowledgeable about aspirations of Native peoples in western Canada," while Larry Desmeules, President of the Alberta Metis Association, is

"totally in support of the degree in Native Studies."

The School of Native Studies was established in 1986 following more than ten years of discussion, preparation and planning. Since then the School's emphasis has been on the establishment of the degree program. The School is an academic unit concerned primarily with teaching and research. □

Gilpin Memorial Lecture Takes Place Next Week

G.D. Ashton, senior scientist with the US Army Cold Regions Research and Engineering Laboratory, will give this year's Gilpin Memorial Lecture. Co-sponsored by Clarkson University and the University of Alberta, the lecture was established in memory of R.R. Gilpin, late of the Department of Mechanical Engineering, and commemorates his contributions to the physical

sciences and engineering. It is given annually (this is the sixth lecture) by a distinguished scientist or engineer whose work, like Dr. Gilpin's, is concerned with the effects of cold climate.

Dr. Ashton will speak on 10 January, 1 p.m., in 5-29 Mechanical Engineering Building. His topic is "Thermal Influence on River Ice." □



U of A Public Affairs

Hyndman Scholarship Winners

The 1988-89 Lou Hyndman Edmonton Glenora Scholarship winners, Robert O'Neill and Laurie Stretch, pose with Mr. Hyndman. O'Neill is a Law student who is majoring in corporate taxation. He is active in Student Legal Services and Toastmasters. Stretch is a Political Science undergraduate. A member of the U of A Progressive Conservative Club, she plans to pursue graduate study. The Lou Hyndman Edmonton Glenora Scholarship is awarded to individuals who possess outstanding leadership qualities. Two letters of reference from the community must be supplied with each application.

Professional Development for APOs Information Sessions

An Introduction to Building Services

Werner Larsen, Manager of Building Services, will discuss the organization of this division of Physical Plant and the services which it provides. The presentation will include an excellent video on this Division of Physical Plant.

Date: **Thursday, January 12, 1989**

Time: 10:45 a.m. to 12:00 noon

Place: Council Chamber, University Hall

While these sessions are directed at APOs, other interested staff are welcome, space permitting.

Pre-registration not required.

For more information, contact:
Mrs. Eva M. Cherniavsky
Administrative Officer (Academic)
3-13 University Hall
(ext. 4588)

FOLIO

Volume Twenty-six
Number Twenty-two

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Ron Thomas
Editor

Public Affairs produces *Folio* on a regular basis for the staff and other interested persons.



University
of
Alberta

Deadlines:

Notice of coming events: 9 a.m. three weeks in advance of desired publication date.

Classified advertisements: 3 p.m. one week in advance of desired publication date. This date also serves as the deadline for cancellation of advertisements.

Advertisements cost 30 cents per word with no discount for subsequent insertions. There is a maximum limit of 30 words and a minimum charge of \$1.50.

Contributors' corrections will be assessed at \$1.50 for each line in which an insertion is made. Advertisements cannot be accepted over the telephone. All advertisements must be paid for in full at the time of their submission. **Display advertisements:** 3 p.m. one week in advance of desired publication date. Contact Public Affairs for sizes, rates and other particulars.

The editor reserves the right to select, edit and position submitted copy. Views expressed in *Folio* do not necessarily reflect University policy.

Folio contents may be reprinted with acknowledgment.

ISSN 0015-5764
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Profile: Anne Tory, Lillian Ford, Supervisors, Registrar's Office

Between them, Anne Tory and Lillian Ford have logged more than 70 years in the Registrar's office—where, some say, experience is everything. "It helps with decision-making," comments (yes, she's related by marriage to Henry Marshall Tory). "We know the University regulations really well." Adds Ford, "If people can't get an answer somewhere else, they'll try one of us. We'll always give them a lead."

An Alberta teenager fresh out of McTavish Business College, Tory started in Student Records in July 1949. After three months, she became a supervisor on the First Year Students desk, which raised her salary to \$110 a month. In 1955, she moved to Exams and Timetabling, and in 1956, she hired Ford (nee Romaniuk, but known as "Chick") to work in reception.

An Edmontonian, Ford had graduated from Sacred Heart Academy in Yorkton, Saskatchewan, before returning here to complete business courses at night. She reveals that her job in the Registrar's office has brought unexpected benefits. "I met my husband while I was supervising exams in the old Varsity Gym. He was teaching in the Faculty of Commerce." As supervisor in Central Registry, she and her staff "start the day for everyone else," setting up and distributing student application files. They also do the microfilming of old records and send materials to University Archives.

Tory and her staff in the Schedules Division are responsible for coordinating *Calendar* information and course offerings, booking classrooms, the telephone registration booklet, deferred and international exams.

Both women say it pays to be highly organized and work well under pressure, particularly at peak times of the year.

They've seen dramatic changes, in their jobs and on campus.

Back in the 1950s, on the committee responsible for registration and records for the 1,200 first-year students (that's for the whole University) Tory recalls, "We met every month to review all the students' marks and if students weren't doing well, we'd write to them, encourage them." She regrets that now that kind of involvement is almost impossible.

Ford agrees. "We were closer to students, by name. Now it's just an ID number, really."

What they both miss most, in fact, about "the good old days" is



When it comes to answering questions on University regulations, Lillian Ford, left, and Anne Tory usually have the answer.

the contact with people. They gave personalized help to students, not just referrals; the University was more like 'family,' and they knew everyone, staff and students.

Before they moved to the Administration Building in 1957, the Registrar's office staff of 14 was in the Arts Building (second floor, room 235, three converted classrooms with big old oak desks and chairs), along with the Bursar's office, book store, physics and engineering departments and classrooms. Students often popped in to chat, recalls Ford.

Time has brought welcome changes though, like computers for record-keeping. Tory remembers how "one person would call the mark, another would enter it on a record card. You'd have to proofread it and type a statement for each student." She's looking forward to the day when the booking of the 237 classrooms which they still control manually will be added to the computer system.

Both women recall places now vanished from the campus map—like the Tuck Shop and Hot Caf (where CAB is now). "That's where everybody went." Happily, the famous cinnamon bun recipe remained. "I had nine nieces and nephews at the University at the same time, so that meant I got at least one free cinnamon bun a week at CAB listening to their problems," laughs Ford.

People stand out for them, for

very different reasons. One Convocation touched them both deeply. "Eugene Brody had Parkinson's disease, which allowed him to take only one or two courses a year. After 10 years, he received his science degree in May 1977," Ford remembers, her eyes tearing as she speaks. "I got him registered and if anything came up, he'd always ask for me."

And then there were the two brothers in medicine, whom Tory describes as jokers, but brilliant. Ford had just finished checking the attendance at the fourth-year exam, when a police car pulled up, siren blaring, and one brother burst in to the room to the applause of the other students. He'd slept in and *continued on page 4*

William Scarth: Distinguished Visitor in Economics

With the support of the Endowment Fund for the Future, the Department of Economics has been able to obtain William Scarth of McMaster University as a Distinguished Visitor for the period 9 through 26 January.

Dr. Scarth has contributed extensively to a variety of topics in macroeconomics and monetary economics, particularly in the areas of aggregate supply theory and bond financing of government deficits. He has recently published a textbook addressing macroeconomic theory at the graduate level and has coauthored an introductory economics textbook. In addition to his academic contributions, Dr. Scarth has been involved with the formulation of macroeconomic policy having served as a consultant to Statistics Canada, the Economic Council of Canada and the Department of Finance.

During his visit to the University

of Alberta, Professor Scarth will be giving a series of lectures and seminars. On 12 January he will present a public lecture titled "Canadian Monetary Policy: the Current Dilemma." This lecture will be nontechnical and is designed for the general public. It will be held in T1-103 Tory Building from 3:30 to 5 p.m..

In addition, Dr. Scarth will present two seminars in the Department of Economics titled "Profit Sharing, Indexation and Macroeconomic Stability" and "Interest Rates, Expectations and Aggregate Supply." The first of these is scheduled for 16 January, 3 to 4:30 p.m., and the second for 19 January, 3:30 to 5 p.m. Both seminars will be held in 8-22 Tory Building.

Finally, Professor Scarth will present a "work-in-progress" macroeconomics workshop on 24 January, 3:30 to 5 p.m., in 8-22 Tory Building. □

Continued from page three

talked the police into the ride. He passed and became a doctor, Ford reports, smiling.

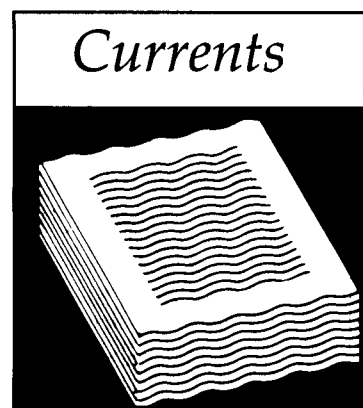
Away from campus, Ford enjoys slow-pitch, bowling and skiing, and does volunteer work at Lynnwood Extended Care Centre. Tory is also involved in community work and used to help her husband coach kids' hockey.

On campus, they both enjoy walking around such edifices as the Dentistry Building, Convocation Hall and Rutherford Library. "The architectural details and carved crests on the door handles help bring back a lot of memories of our first days on campus." □

No Rush Necessary for Stationery

As most of you are aware, the University will be switching over to the new Centrex III telephone system on Saturday, 28 January. Telephone prefixes will change to 492- from 432- at that time.

An operator intercept will be in place for the first several months so that calls will be re-directed. With this in mind, the Visual Identity Committee is asking staff *not* to rush to order new stationery. By using up your old paper you'll also be saving money. □



Campus Reviews

As part of the process of carrying out systematic reviews under the guidance of the President's Advisory Committee on Campus Reviews (PACCR), The Department of Comparative Literature is completing the self-study phase of the review process. The other major phase of the process is the site visit and assessment by the Unit Review Committee on 25, 26, and 27 January 1989.

In preparation for this second phase, PACCR invites written comment prior to 24 January 1989. Submissions are for the use of the Unit Review Committee and will be held in confidence by the members of that committee.

Submissions should be sent to: Mrs. Shirley Moore, Coordinator, PACCR Office, W4-13 Chemistry Building. Attention: The Comparative Literature Unit Review Committee.

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Talks

Area Studies Committee Africa and South Asia

6 January, noon. Lear Nicholson, "Elements of the Anglo-Caribbean Language." 14-6 Tory Building.

Zoology

6 January, 3:30 p.m. Doug Craig, "Stalking Mayfly Larvae in Upsala Linneaus' Home Turf: A Study in Hydrodynamics and Behavior." M-149 Biological Sciences Centre.
13 January, 3:30 p.m. Robert Wetzell, Department of Biology, University of Michigan, Ann Arbor, "Macrophytes, Detritus and Nutrients in Aquatic Systems." M-149 Biological Sciences Centre.
20 January, 3:30 p.m. Robin Beech, "Of What Use is Repetitive DNA?" M-149 Biological Sciences Centre.

Slavic and East European Studies

9 January, 3 p.m. David B. Matthews, "Expression of the English Perfect in Russian." 436 Arts Building.
16 January, 3 p.m. Oleh S. Ilytzyk, "The Changing Self-Image of the Ukrainian Modernist Poet." 436 Arts Building.

Rural Economy

9 January, 3:15 p.m. Frank Aherne, "Some Thoughts on Teaching." 519 General Services Building.

English

9 January, 4 p.m. Kateryna Arthur, Murdoch University, Australia, "Beyond Orality: Australia and Canada." 5-20 Humanities Centre.
13 January, 3 p.m. Fred Wah, writer-in-residence, "That Which Exists Through Itself is What is Called Meaning, an Exegesis." 5-20 Humanities Centre.

Mechanical Engineering (Gilpin Memorial Lecture)

10 January, 1 p.m. G.D. Ashton, U.S. Army Cold Regions Research and Engineering Laboratory, "Thermal Influences on River Ice." 5-29 Mechanical Engineering Building.

Forest Science

11 January, noon. Sally John, "Life and Agro-Forestry in Haiti." 4-1 Mechanical Engineering Building.

Pharmacy and Pharmaceutical Sciences

11 January, 3 p.m. E.E. Daniel, professor and head, Division of Physiology/Pharmacology, Faculty of Health Sciences, McMaster University, "Structural and Functional Studies on Airway Neurotransmission: Effects of Inflammation and Thromboxane A₂." 2031 Dentistry-Pharmacy Centre.

Botany

11 January, 4 p.m. David D. Cass, "The Use of Histogenesis, Histology, and Cell Biology in the Study of Sexual

Reproduction in the Angiosperms." M-149 Biological Sciences Building.
18 January, 4 p.m. John G. Packer, "Going to Seed—Retrospective by a Hardy Perennial." M-149 Biological Sciences Centre.

Genetics

11 January, 4 p.m. Susan Jensen, "Genetic Approaches to the Production of New Cephalosporin Antibiotics." G-217 Biological Sciences Centre.

Soil Science

12 January, 12:30 p.m. R.W. Wein, "Climate Change Hypotheses Relating to Northern Canada." 2-36 Earth Sciences Building.
19 January, 12:30 p.m. R.F. Grant, "Simulation of Crop Water Deficits and Their Effects on Water Use and Yield." 2-36 Earth Sciences Building.

Economics

12 January, 3:30 p.m. William Scarth, McMaster University, "Canadian Monetary Policy: the Current Dilemma." T1-103 Tory Building.

Classics

12 January, 3:30 p.m. A.M. Small, "The Forum of Augustus in Rome." 1-8 Humanities Centre.

Canadian Mediterranean Institute

12 January, 7:30 p.m. Carola and Alastair Small, "Roman and Arab Spain." Provincial Museum.

Women's Studies Program

13 January, noon. Novelist Sarah Murphy (*The Measure of Miranda*) will read from her new works. L-3 Humanities Centre.

Literary Theory

16 January, 4 p.m. Roger Shiner, "Philosophy and Literature: Friends of the Earth." 5-20 Humanities Centre.

Geology

17 January, 11 a.m. James R. Boles, Professor of Geology, University of California, Santa Barbara, "Diagenetic Mineral Reactions Reveal Rates of Fluid Movement and Timing of Oil Emplacement." 1-04 Earth Sciences Building.

Library and Information Studies

18 January, noon. Robin Minion and Margo Young, "A Study of the Overlap Between Northern-Oriented and Subject-Oriented Databases." 3-01 Rutherford South.

The Arts

Exhibitions

McMullen Gallery

Until 3 February. "... Not a Creature was Stirring..." Works by Alberta folk

artists and craftspeople. Mackenzie Health Sciences Centre.

Clothing and Textiles

Until 28 February. "Gifts to the Collection"—a selection of costumes, accessories and cross-cultural textiles. Basement, Home Economics Building.

FAB Gallery

Until 15 January. "Construction De-Construction"—recent work by Alberta artists.
Until 15 January. "Bonnie Sadler Takacs." Master of Visual Arts, Thesis Exhibition—Visual Communication Design.

Music

8 January, 8 p.m. Helmut Brauss in an all-Beethoven recital. Convocation Hall.
14 January, 8 p.m. Convocation Hall Memorial Organ Concert Series featuring faculty organist Marnie Giesbrecht. Admission: \$5/adults, \$3/students and seniors. Convocation Hall.

Sports

Hockey

6 and 7 January, 7 p.m. Golden Bears vs. Manitoba.

Volleyball

13 to 15 January. Golden Bear Classic
20 and 21 January, 6:30 p.m. Pandas vs. Calgary.
20 and 21 January, 8 p.m. Golden Bears vs. Calgary.

Gymnastics

20 January. Golden Bears vs. Calgary.

Basketball

13 and 14 January, 6:30 p.m. Pandas vs. British Columbia.
13 and 14 January, 8:15 p.m. Golden Bears vs. British Columbia.

Positions

The University of Alberta is committed to the principle of equity in employment.

In accordance with Canadian Immigration requirements, these advertisements are directed to Canadian citizens and permanent residents.

Academic

Tenure-Track Position, Department of Educational Administration

The Department of Educational Administration invites applications for a tenure-track position at the Assistant Professor level effective 1 July or 1 September 1989 (subject to budgetary provisions). Current salary range is \$33,144 to \$47,280.

The department is launching an M¹ level specialization on the principals: emphasizing clinical experience and reflective practice. Accordingly, preference will be given to persons with

previous involvements in school leadership roles and in instructional innovations linking theory and practice.

Preparation should be of sufficient breadth and depth to qualify the applicant for teaching and research in one or more of the specialized areas of Educational Administration.

Applicants will forward the following materials:

1. A letter of application.
2. A transcript of courses in the applicant's graduate programs.
3. A copy of the title page and the abstract of the applicant's doctoral dissertation (or brief description of the study if completion is pending).
4. A recent curriculum vitae.
5. Names and current addresses of three referees who can attest to the applicant's potential as a scholar and as an educational leader.

These materials should be directed to: Dr. W.H. Worth, Acting Chairman, Department of Educational Administration, 7-104 Education North, University of Alberta, Edmonton, Alberta, T6G 2G5.

The closing date for applications is 31 March 1989; all documentary material must have been received by that date.

Tenure-Track Position in Measurement and Evaluation, Department of Educational Psychology

Applications are invited for a tenure-track position in the area of measurement and evaluation. The salary range is \$41,390 to \$56,000, thus permitting employment at the Associate or Full professorship rank, depending upon the academic qualifications of the successful candidate.

Candidates should have a record of successful teaching experience, be

knowledgeable in psychometric theory and its applications to practical testing problems, and have an ongoing, independent research program. The candidate will be expected to teach measurement, evaluation and analysis issues at the senior undergraduate, master's, and doctoral levels, and to supervise graduate students at both master's and doctoral levels. The ability to teach in other content areas of Educational Psychology would be an asset.

The position is available 1 July 1989. Applications will be received until 1 April 1989, but the position will remain open until a suitable appointment is made.

Applicants should send a curriculum vitae, copies of recent publications and names and addresses of three referees to: Dr. E. Romaniuk, Chairman, Department of Educational Psychology, 6th Floor Education Centre North, University of Alberta, Edmonton, Alberta T6G 2G5.

Advertisements

Accommodations available

Victoria properties - Experienced, knowledgeable realtor with Edmonton references will answer all queries, and send information. No cost or obligation. Call collect (604) 592-3666, Lois Dutton, Wessex Realty, Victoria, B.C.

Rent - 10324 124 St. Large, two-bedroom apartments. Quiet, immaculate, \$350 and \$375. Soft water, free dryer. Next to the Woltjen Gallery. Phone 488-0880 or 466-7571.

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March 1989-July 1990. University area. \$795 plus 2/3 utilities. 439-5060.

Sale - \$77,500. University area. Immaculate, three-bedroom semi. Fully developed basement, hardwood floors, much upgrading. Ed Lastiwka, Royal LePage Realty, 437-7480, 437-4984.

Rent - Windsor Park. Handsome, two-bedroom bungalow, big yard. Professional couple preferred. No smokers, no pets. \$900. 471-5711.

Rent - House/rooms (from \$300 to \$200) beautiful condition, close to University. 489-6284, 484-1356 evenings.

Rent - Furnished, three-bedroom, fully renovated house in old Strathcona. Garage. No smokers. No pets. 22 July 1989-31 July 1990. Linda, 432-5383.

Share - Retiring, female professor has house to share in Stony Plain, 35 minutes campus. Private study, bedroom, en suite bath; share large kitchen, w/d, garage; own phone line. Furniture available. 963-3258.

Sale - Grandview. New listing. Five bedrooms, two storeys. Large, pie-shaped lot. Quiet crescent location. Quick possession. Owner transferred. Call Jean Mill, 436-1469, 436-5250. Spencer Realty.

Sale - Riverbend. Executive, three bedrooms, two storeys, close to ravine, attached garage. Neutral colors. Early possession. Call Jean

Mill, 436-1469, 436-5250. Spencer Realty.

Sale - Duggan. Immaculate, 1,600 sq. ft. bungalow. Island kitchen, European cabinets. Family room: oak shelving, cabinets, fireplace. Three baths, finished basement, double garage, large deck. \$129,900. No agents. 438-4765 anytime.

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University keep-fit yoga club, offers: classes Thursdays, starts 19 January, 12 weeks, \$20. Information: Carol, 471-2989.

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3. ensure that internal and external roadway and transportation needs are met;
4. design and construct minor internal building modification components;
5. operate the furnishings and interior design components;
6. develop and maintain a facilities records system.

This is an Administrative Professional Officer position carrying all academic staff benefits and with a salary range of \$50,346 to \$75,522 (currently under review).

Applicants should be registered Architects or Engineers with a minimum of ten years' experience in senior management.

Application deadline: January 27, 1989

Applications should be addressed to:

J.B. McQuitty, P.Eng.,
Associate Vice-President (Facilities),
Room 3-16, University Hall,
University of Alberta,
Edmonton, Alta. T6G 2J9

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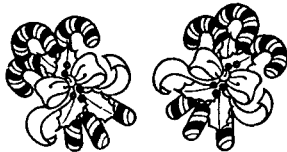
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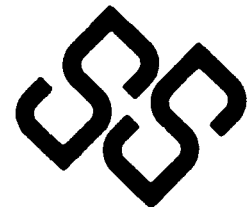
Honorary Degree Nominations

St. Stephen's College is accepting nominations for the degree of Doctor of Divinity *honoris causa* to be conferred at Convocation in September 1989. The degree honors individuals who have demonstrated:

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3. Leadership in denominational and ecumenical circles

Please request nomination forms from:

Mrs. Dolores Bell
St. Stephen's College
8810 112 Street
Edmonton, Alberta
T6G 2J6
439-7311



St. Stephen's College

The deadline for honorary degree nominations is **March 31, 1989.**

Barry Bishop

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Theodore J. Allen (403) 484 - 8283

MORE PROFESSIONALS HAVE SELECTED THIS TIME MANAGEMENT PROGRAM THAN ANY OTHER

GETTING THINGS DONETM

How to Save Time and Accomplish More on the Job

EVERYBODY HAS TOO MUCH TO DO. Today that's a given. To keep ahead you need more than "things to do" pads and pocket calculators. Today the challenge is not just how you manage *your time*, but how you manage *yourself* — how you capitalize on all your resources and talents on a day-to-day, hour-by-hour basis.

Ask yourself: "How much do I actually get done in a day?"

How would you like to achieve more? How would it affect your self-confidence? How would it look to your bosses and coworkers? How would it pay off in promotions, visibility and higher income?

Find out with CareerTrack's highly acclaimed self-management seminar, *Getting Things Done*. Sign up and get the ideas and the skills today's time-pressured professionals like you need—in an intensive, one-day setting.

After *Getting Things Done*, you will execute your tasks more efficiently, and get more satisfaction in the process . . . you'll improve your concentration and creativity. . . and you'll have the organizational skills and personal confidence to enable you to hit the ground running every morning. Ask anyone who's learned the skills of active self-management, and they'll tell you it's the only way to live.

DATE:
March 8, 1989

SPEAKER:
Brian Lee

PLACE:
Lister Hall,
Banquet Room

TO REGISTER:
Call 2796

TIME:
9:00 a.m. - 4:00 p.m.

REGISTRATION
DEADLINE
February 15, 1989

FEE:
\$65.00 includes
lunch

Open to all
University of
Alberta Staff

THE KEY BENEFITS OF ATTENDING

1. You'll obtain the secrets of not getting bogged down.

Phone messages, unanswered letters, routine paperwork, outside reading...At *Getting Things Done* you'll learn how to burn through the routines and details that used to bog you down.

2. You'll acquire the ability to overcome work anxiety.

Things start piling up, and your enthusiasm and concentration fade. Learn how to overcome your periodic slumps and move on to a new level of personal energy and productivity.

3. You'll find out how to run productive meetings.
Meetings can be a great opportunity to set goals and get results. This seminar will help you make your meetings more efficient and productive.

4. You'll discover how to build stronger productivity habits.

Many professionals never learn good productivity habits. Now you can learn them in one intensive day. The immediate improvement in your hourly productivity might surprise you.

5. You'll develop team relationships that increase productivity

Your secretary, staff — even your top suppliers — are there to leverage your productivity. Learn how to develop working relationships that increase everyone's productivity.

6. Learn how to free up more time achieve your high-priority goals.

You know you need time to think, reflect and plan, but it's tough to get around to it. Successful people *make* this time. You can, too, with the strategies you gain at this seminar.

PROGRAM TOPICS: HERE'S WHAT YOU'LL LEARN

- ☐ The psychology behind where you really spend your time and why
- ☐ How to say no when you mean no (and not feel bad about it)
- ☐ How to handle people who waste your time
- ☐ How to handle your clerical needs when you don't have a secretary
- ☐ Identifying hidden agreements and agendas
- ☐ 3 ways to deal with distractions, emotional triggers, and "blanks" in your concentration
- ☐ 2 strategies for reducing deferrals and postponements
- ☒ 4 tips (and 1 dynamite skill) that will help you burn through paperwork
- ☐ How to overcome changing priorities, the start-stop syndrome, and incomplete work assignments

- ☐ What you can learn from how top executives use — and control — their telephones
- ☐ At last: a workable time log you'll *want* to use (we'll give you one to take home)
- ☐ Knowing when you *must* respond to the priorities of other people
- ☐ "Team time": why it's essential, how to develop it
- ☐ How to enjoy the high-achiever's reward: guilt-free leisure
- ☐ A simple secret that may cut the length of your meetings in half — and make you accomplish more
- ☐ Procrasti-killers — 6 tips to beat procrastination
- ☐ How to cut off 1-person monologues with tact

Personnel Services and Staff Relations

Training and Development

Relaxation Management

Learn to manage and offset the stress in your day.
Learn to experience a quiet, calm state through simple techniques of centering, focussing and meditation.
Feel renewed energy and stamina, reduced anxiety and clear thinking.

Instructor: Linda Fraser

Each class is limited to 10 persons

Feb. 15&16/89

Assiniboia Hall

10:30-11:30 Room 2-02

\$20.00

Telephone Etiquette

- Do you hate being put on hold?
- What about the transferred call that never materializes?
- Do your telephone habits leave a positive/negative impression with your callers? This course is of benefit to all staff. The course covers:
 - proper telephone etiquette
 - efficient call transferring
 - handling incoming/outgoing calls
 - courteous customer service

Jan. 17/89

09:00-11:30

Room 2-02

\$10.00

Writing For Results

Learn more effective writing methods. At the end of the seminar you should be able produce written material that is:

- able to meet its objective
- well organized
- clearly written

Instructor: Roger Dugas

Jan. 24&25/89

09:00-4:30

VIP Room

\$100.00

Mar. 28&29/89

09:00-4:30

VIP Room

\$100.00

Time Management

"There isn't enough time in my day!"

Learn *practical* techniques for planning, work prioritizing, interruption control, and effective delegating.
This class comes highly recommended by previous students.

Instructor: El. Hunter

Feb. 08/89

08:30-4:00

Alberta Room \$40.00

Stress Management

- What causes you stress?
- How do you cope with stress?

Identify and learn coping skills for the positive management of stress.

Feb 09/89

09:00-3:30

VIP Room

\$40.00

Effective Communication

- Develop approaches, methods and skills in dealing with and communicating with people.
- Learn communication process
- Understand barriers and breakdowns
- Develop communication skills

Mar. 6&7/89

08:30-4:00

VIP Room

\$95.00

Proofreading

What a popular course! The feedback on this seminar is POSITIVE!
This course is designed to provide basic copy-editing information and practice for people involved in proofreading both their own work and the work of others. The 14-hour course will provide students with practice in the following areas:

- detecting common grammatical errors
- detecting typing and spelling errors
- detecting common punctuation faults
- discussion of proofreading systems
- detecting errors in style

Instructor: E. Ellerman

Mar. 20&22/89

09:00-4:00

VIP Room

\$85.00

To Register:

Call 4660, 8:30-4:30 p.m. Send cheques, payable to University of Alberta, to Training & Development, 2-40 Assiniboia Hall.
U of A employees who occupy NASA Bargaining Unit positions may utilize the Human Resource Development Fund.

Refund Policy:

Cancellation must be no later than one week prior to course start date.

Courses are available to all University of Alberta staff